



SUPERIOR COURT OF CALIFORNIA COUNTY OF MENDOCINO CLASSIFICATION SPECIFICATION



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| CLASS TITLE: | FAMILY COURT SERVICES DIRECTOR | CLASS CODE: 864356 |
| DEPARTMENT: | SUPERIORCOURT | |
| FLSA STATUS: | E | |
| REPORTS TO: | COURT EXECUTIVE OFFICER | DATE: 2-19-2004 |

JOB SCOPE AND DISTINGUISHING FEATURES:

Under general direction of the Family Law Judge and the Court Executive Officer, administers the Mendocino County Superior Court Family Services Division; supervises subordinate professionals and clerical support personnel; serves as liaison with other county departments, service providers, the Family Law Bar and state and local agencies regarding family and children issues; provide mediation and investigative services and related duties as required; serves as a member of the Court's management team.

This is a single management position responsible for the administration, monitoring and development of programs and services related to all capacities of the Family Court Services Division, including oversight of the Family Law Facilitator Program, of the Mendocino County Superior Court. The incumbent serves at the will of the Court Executive Officer and is distinguished from the class of Family Court Mediator/Investigator due to its management and supervisory responsibilities.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Confers with the Court Executive Officer, judicial officers and staff in the development and execution of strategic and operational plans, administrative policy and procedural change.
- Plan, organize, direct and manage the functions, operations and services of the Family Court Services Division encompassing child custody evaluation, investigation, mediation, and guardianship investigations.
- Manages professional programs associated with the family and probate courts; coordinates with appropriate judicial officers and Court Executives on all program policies, procedures, and personnel matters related to those programs.
- Ensures coordination of programs by providing liaison between division programs and other Superior Court organizational units, courts, County agencies, business and community organizations, and state agencies.
- Develops and maintains administrative and operational policies and procedures; reviews and analyzes legislation and determines impact on division programs, policies, and procedures.
- Supervise, direct, motivate, train and evaluate the work of employees.
- Evaluates efficiency and effectiveness of assigned programs, identifies existing resources and the need for new or different tools or processes.
- Initiate studies, prepare and present clear, concise and accurate written and verbal reports to the bench and court administration.
- Conduct mediation sessions on child custody and visitation disputes.
- Serves on committees and task forces within the Court and with local, state, and national agencies and organizations.
- Represents the Court in dealings with the Administrative Office of the Courts, the County, vendors and contractors; participates in local, state and national policy research and planning activities.
- Prepares and administers the budget and operational/administrative policies.
- Develop and implement goals, objectives, policies, procedures and work standards in accordance with statutory mandates, state and local rules of court, the Court's strategic plan and as directed by the judges or Court Executive Officer.
- Coordinate budget, personnel and other division resources.
- Prepare and administer grant applications and awards.
- Identify, gather and analyze data relative to local trends, needs of the community, division workload and program performance outcomes.

2/4/2004

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
General Office Equipment and printers

MINIMUM QUALIFICATIONS REQUIRED:**MINIMUM QUALIFICATIONS**

Education and Experience: Possession of a Master's Degree from a recognized college or University with a major in psychology, social work, marriage, family and child counseling or other behavioral science degree substantially related to marriage and interpersonal relationships; five (5) years of post-degree experience in counseling or psychotherapy, with at least three (3) years responsible experience in a management position preferably in a setting related to the delivery of services to children or families in a court setting, a social service agency, legal services or related field; **OR** any combination of education and experience deemed qualifying by the court.

License or Certificate: Possession of one of the following professional licenses is required; a valid license as a Clinical Social Worker (LCSW) issued by the State of California, Board of Behavioral Science Examiners, **or** a valid license as a Marriage and Family Therapist (MFT) issued by the State of California, Board of Behavioral Science Examiners, **or** a valid license as a Psychologist issued by the State of California, Board of Medical Quality Assurance, Psychology Examining Committee.

Special Requirements:

Possession of, or ability to obtain, a valid California drivers license will be reviewed on a position basis in accordance within ADA regulations.

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

- Principles of staff supervision; principles and practices of management necessary to administer and direct the Family Court Services Division
- Budget preparation and administration
- California Court system, Civil Code, Family Law policies and procedures
- Case statutory law
- Principles of interviewing, counseling, investigation and case work
- Custody research and studies, negotiation theory
- Court mediation theory and paradigms
- Reality focused settlement techniques
- Adult and child development with emphasis on children of divorce
- Family dynamics and system theory
- Extended families and their respective rights
- Crisis intervention techniques
- Behavior disorders such as character and mental disorders
- Substance abuse, domestic violence, child abuse and molestation
- Child custody evaluation and guardianship investigation methods and best practice procedures

Mental and Physical Abilities:

- Plan, organize, direct and assist in the formulation of policies for the Family Court Services Division.
- Define problem areas and select alternatives.
- Coordinate and initiate action necessary to implement recommendations.
- Plan, direct, supervise and evaluate a professional staff.
- Understand and apply statutes, court rules and case law affecting the Family Court Services unit of Mendocino County Superior Court.
- Obtain and interpret social data from various sources.
- Effectively interview children and adults.
- Skillfully assess normal and dysfunctional interaction of family members.
- Assess the needs of family process.
- Deal with small group dynamics involving coalition, hidden agendas, transference and counter-transference.
- Provide assertive intervention in delineating common goals of the parties.
- Provide feedback on findings and actively explore alternative solutions with clients.
- Effectively utilize crisis intervention techniques.
- Negotiate via cognitive and communicative problem solving.
- Interact effectively in situations requiring instructing, persuading, consulting, counseling and motivating people.
- Make sound decisions.
- Communicate effectively orally and in writing within time limits.
- Work cooperatively with those contacted in the course of work.
- Demonstrate Leadership.
- Establish and maintain effective working relationships with superiors, peers, subordinates and the general public.
- Analyze complex information/data.
- Prepare and present findings and recommendations in verbal and written form.
- Make public presentations.
- Evaluate efficiency and effectiveness of services.
- Coordinate professional activities with members of the judiciary, other courts, private counseling agencies or organizations and County departments.
- Involvement in children's issues and health services.
- Use computer for word processing, data analysis and communication.
- Ability to ascend and descend stairs while carrying files, exhibits, documents, case buckets, supplies, equipment, etc.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

Physical ability to lift light articles, sometimes weighing up to 20 pounds and carrying of objects weighing up to 20 pounds; pushing and/or pulling objects weighing up to 20 pounds. Some duties may require carrying files through hallways and negotiating stairs

Lifting positions may be from the floor to the waist, and/or from the waist to an overhead position.

Working Conditions:

Work is generally performed in a normal office environment or home visit situations. The incumbent's working conditions are typically quiet.